
Document Submittal Checklist for Residential Accessory Buildings

- This checklist is to be completed by the permit applicant to assure a complete submittal. The permit technician will also use the checklist to confirm a complete submittal. If the submittal is incomplete, it will not be accepted and the permit applicant will be asked to hold on to all documentation until their submittal is complete.

The following documents shall be submitted with a permit application to construct, set or install a residential accessory building:

- ☐ **A site plan or survey showing the following information:**
 - Drawn to scale (usually 1:20) with a north arrow.
 - Identify the house by address and legal description.
 - Size and dimensions of the lot showing all easements.
 - Show all locations and sizes of all existing structures (including covered decks & porches).
 - Show the location of the proposed accessory building and distance to the property lines
 - If the structure is a detached garage, show location and size of new and/or existing driveways and approaches.
 - Show location of overhead electrical and phone lines and underground gas lines.
- ☐ **Submit stamped drawings, for buildings such as pole barns and pre-manufactured buildings, which will be site specific.**
- ☐ **Submit building elevation drawings showing exterior finish materials, side wall height, ridge height and color of the proposed detached structure and complete the *Detached Accessory Structure Compatibility Checklist*.**
- ☐ **If the accessory building will not be a pre-manufactured building (kit) but will be site built, complete and submit the *Residential Accessory Building Construction Details Worksheet*.**
- ☐ **Compatibility Checklist**

Plan Review Allow 5 working days for plan review to be completed.

The plan reviewer will:

- Review for compliance with the zoning regulations, including setbacks, and complete a zoning certificate
- Review for clearances from utilities
- Review for compliance with the building code, including details related to:
 - footings
 - floors (concrete if garages)
 - study spacing and heights
 - wall bracing
 - headers and beams
 - roof trusses
 - roof framing (joists and rafters size and spacing, and spans)
- Obtain approval from other departments (such as Planning and Engineering) when necessary.